



2016 ANA Grant Panel Review Priority Area Manager Job Description

Job Title: Priority Area Manager (PAM)

Positions that Report to the Priority Area Manager: Sub-area Manager

Position that the PAM Reports To: Review Director

POSITION SUMMARY:

The PAM's main function is to approve final panel summary reports received from the SAMs. PAMs must ensure that final summary reports are clear, complete, appropriate, grammatically correct, and consistent with panel reviewer comments.

ABOUT OBJECTIVE REVIEW:

Grant reviewers are fundamental to the decision-making and awarding processes. ANA uses peer reviewer in its grant review process. A peer review is an assessment of scientific or technical merit of applications by individuals with knowledge and experience equal (peer) to that of the individuals affiliated with the applicant organizations. The review is conducted with a minimum of three reviewers and a panel chairperson who facilitates the process. The analysis of the peer reviewers is consolidated into a comprehensive panel summary report (PSR) which is written by a panel chairperson. Grant panel review is essential to ensuring selection of applications that best meets the needs of the program consistent with established criteria and provides assurance to the public that the evaluation and selection process is impartial and fair.

ESSENTIAL FUNCTIONS:

1. Prior to Review Session

- Read FOA thoroughly – understand what reviewers are responsible for analyzing
- Participate in panel reviewer and chairperson trainings
- Attend SAM training(s)

2. During Panel Review

- Promote a positive review environment. Encourage and assist panels to complete their tasks efficiently and effectively.
- Be available to answer questions from SAMs, chairpersons and panel reviewers
- Monitor progress of the panel review session through the ARM system and contact SAMs about progress as needed
- Review and either approve panel summary reports, or, if there are major concerns, return to the SAM with guidance for revisions
- Communicate regularly with SAMs to ensure panel reviewers', chairpersons' and SAMs concerns are addressed and the panel review process is on track
- Assist SAMs to minimize potential conflict of interest issues and ensure that any perceived or real conflict is immediately addressed
- Approve final panel summary reports:



- Ensure SAMs submit final summaries for each application in a timely manner
 - Ensure final summaries are clear, complete, appropriate, and grammatically correct.
 - Ensure comments are not contradictory or mixed between strength and weakness statements.
 - Align comments with the appropriate section and do not duplicate in other sections
 - Ensure detailed justifications are provided for the scores.
 - Ensure final summary comments are constructive, clear, show analysis, and appropriate to the specific published criteria
 - Request changes to final summaries from SAMs as necessary
- Listens and/or attends selected panel meetings to assess progress, works with the SAMs to resolve problems and clarify issues, and facilitates action when the need exists to reassign applications from one panel to another due to a conflict of interest. If a panel has an issue or problem that prevents it from functioning effectively, the PAM should consult with the Review Director to either reassign or remove panel reviewers or chairpersons.
 - Verifies that all assigned applications are thoroughly reviewed and objectively scored. Once the PSRs are confirmed to be correct and complete, the PAM approves them in the ARM system.

3. *After Panel Review*

- Notifies SAM of panel completion
- Monitors and evaluates the panel review process, and makes recommendations as to how the process can be improved in the future

PAMs Do Not

- Interfere with SAMs' duties unless deemed necessary due to substantial conflict(s) within panel
- Micro-manage chairperson work
- Provide a verbal or written analysis or opinion of applications
- Impede the integrity of the review process, for example, to direct a panel to give a certain numerical score to a particular strength or weakness. However, they can direct a panel to revisit or reconsider the comments and scores on an application if they are not consistent.

WORKING RELATIONSHIPS:

- Panel Reviewers and Chairpersons – PAMs will serve as additional resources beyond SAMs and chairpersons if panel reviewers have questions about the panel process, application review, or technical systems that cannot be answered by chairpersons.
- SAMs – The relationship between PAMs and SAMs is collaborative, as PAMs review and approve final summary reports of each application submitted by SAMs. PAMs will monitor the quality of these reports to ensure that the final product is appropriate to the needs of ANA and the applicants. PAMs will also communicate regularly with SAMs to ensure the panel review process is on track and concerns from panel reviewers,



chairpersons, and SAMs are addressed promptly. PAMs may mentor SAMs if they are a newer member of the staff.

- Review Director – PAMs will also communicate regularly with the Review Director to ensure the panel review process is on track and concerns from panel reviewers, chairpersons, and SAMs are addressed promptly.